

SAMPLE ONLY

(This Letter of Intent is not a requirement but used to allow the Canyon City Foundation to provide feedback to your organization prior to submission of your grant proposal. This letter should not exceed two pages.)

NAME OF YOUR ORGANIZATION

1234 North Azusa Avenue
Azusa, CA 91702

March 30, 2011

Canyon City Foundation

www.canyoncityfoundation.org

P.O. Box 429

Azusa, CA 91702

Dear Canyon City Foundation,

1. Introduction - Summarize the intent of the grant as well as the grant amount.
2. Name of our organization:
 - a. Briefly discuss your organization and what it does.
 - b. Include your Tax ID#
3. Describe the kind of program you envision and how the funding will be used.
4. Discuss how the program offering will build capacity in Azusa
5. Briefly summarize plans for other grant opportunities and plans to sustain funding for future needs.
6. Include contact information for primary contact person (email and phone preferred)

Sincerely,

Name of Applicant/ Contact Person

Organization Name